**SAMPLE LETTER**

**ADMINISTRATIVE SEPARATION WAIVER REQUEST**

 **Ser 00/**

 **Date**

**From: Commanding Officer, (insert command name)**

**To: Commander, Navy Personnel Command (PERS-83)**

**Via: Chief of Naval Operations (N170A)**

**Subj: REQUEST FOR ADMINISTRATIVE SEPARATION WAIVER**

**Encl: (1) Attach all relevant documents; include copy of DAR(s) (\*see note)**

1. **Waiver for administrative separation is requested in case of (insert member’s Rate/Rank, Full Name, Branch of Service, and Social Security Number/Designator).**
2. **The following amplifying data is submitted:**
	1. **Insert treatment request, confirmation of use disorder, treatment recommendation by SARP (i.e., Level (Out –patient); Level II (Intensive Out-patient); Level III (Residential), etc.)**
	2. **Insert type of referral, e.g., command referral, self-referral, or an alcohol incident referral.**
	3. **State reason for requesting waiver. If incident referral include date of incident and dates(s) of previous alcohol incident(s) (any alcohol incident, i.e., DUI/DWI, public intoxication, drunk and disorderly conduct) after member has received treatment from a previous incident.**
	4. **Indicate member’s EAOS, PRD, ADSD.**
	5. **Insert pending treatment date, treatment facility, and location if available.**
	6. **Provide history of previous treatment(s), status of aftercare (if any) (e.g., “Member’s successfully completed Residential/Level III on February 2016 at SARP, Jacksonville, Florida. Member is currently in aftercare or member completed aftercare on 29 October 2016.”)**
	7. **Insert member’s history of disciplinary infractions, alcohol incidents, all other alcohol related problems and dates of each, if any.**
	8. **CO’s recommends/endorsement (provide brief summary of member’s performance).**
3. **Command point of contact is: (insert name of POC, who can be reached at COMM number/DSN, or COMM fax number/DSN and E-mail address for command POC is required.)**

 **Commanding Officer’s signature**

 **(Or XO/Acting or By direction)**

**\*NOTE: Enclosures should include NAVPERS 1070/613, Administrative remarks relevance, memorandums detailing extraordinary circumstances and documentation believed to have bearing on the request. DARs should be completed after every command or self-referral, alcohol incident. Submit initial DARs within 30 days of the referral or incident. Incomplete requests cause delays in processing.**

**(Contact the Navy Alcohol Abuse Prevention office for any further questions regarding alcohol waiver requests at COMM 901-874-2485/DSN 882; COMM fax 901-874-4228/DSN 882.)**

**Original letter from command will be mailed to:**

**Chief of Naval Operations (N173)**

**5720 Integrity Drive**

**Millington, TN 38055**

**Copy to: Command Security Manager**

**DO NOT execute this warning for members recommended for separation. Doing so may require retaining member until they commit another violation.**

**NOTES:**

1. **Commands will use the following format for enlisted members who are being retained and warned.**
2. **If administrative separation process determines misconduct and votes to retain member, and the command has not recommended Secretary of the Navy overturn the recommendation and discharge, execute a NAVPERS 1070/613 warning at the time.**
3. **Member must sign and date the entry. Make a notation, signed and dated by officer, if member refuses to sign the entry.**
4. **Include a brief narrative of the offense, describing time, place, duty status, etc., in paragraph 1 of NAVPERS 1070/613 entry.**
5. **If member is later processed for administrative separation, include a copy of NAVPERS 1070/613 entry in the letter of transmittal or include existence of NAVPER 1070.613 entry in commander’s comments in the event of message submission.**